



Boston College

Office of Graduate Student Life

Graduate Assistant/Year 1

Title: Graduate Assistant Year 1
Hours: 20 hours per week with some possible evenings and weekends
Dates: Late August 2020-May 31, 2021

DEPARTMENTAL DESCRIPTION

The Office of Graduate Student Life (OGSL) provides a variety of programs and services designed to promote student success, foster a sense of community, and connect graduate and professional students to resources available at Boston College. The Office of Graduate Student Life oversees and works closely with the Graduate Student Association (GSA), a student-run organization which serves graduate students in the College of Arts and Sciences, the Lynch School of Education, the Connell School of Nursing, the Graduate School of Social Work, the Carroll School of Management, and the School of Theology and Ministry. As members of the Office of Graduate Student Life staff, graduate assistants play a critical role in helping to meet the needs of students across all graduate and professional programs at Boston College through programming, outreach, research, and facility management.

POSITION DESCRIPTION

Manage graduate student organization processes, including new registrations and annual re-registrations. Outreach to graduate students to encourage interest in the development of student organizations. Advise all registered student organizations/governments in programming/financial activities. Serve as conduit for student organizations with university administrative processes.

NOTE: Some tasks may shift or changed based on needs of office due to COVID-19. Graduate Assistant works in the Murray Graduate Student Center 20 hours per week, sharing shifts with other graduate assistant.

Preference given to first year graduate students in the higher education program and who submit their materials by September 10, 2020.

The graduate student selected for this position also has the option serve as a Resident Assistant in the residential areas, reporting to residence life staff for those particular job responsibilities. Refer to the job descriptions on the higher education website for more information.

CHARACTERISTIC DUTIES

Advising/Community Development/Programming

- Manage the student organization registration request process from request to approval by the GSA Senate
- Develop all training for all registered student organizations and GSA groups throughout the year with a focus on event planning, financial management and leadership development
- Serve as program advisor to all registered (non-GSA) student organizations and possibly some GSA organizations
- Co-coordinate Assessment Showcase with Graduate Assistant for Formation
- Co-coordinate Grads Give Back (Spring semester) with GSA Executive Board
- Co-coordinate Grad Appreciation Week with GSA Executive Board
- Co-coordinate annual OGSL entry to Student Affairs Assessment Showcase
- Assist with regular GSA regular programming such as Taco Tuesday and Waffle Wednesday
- Assist in development and execution of 2-3 Dissertation Boot Camp Programs
- Support graduate student organizations and governments by attending at least one of their meetings each semester.
- Provide support for other OGSL major signature programs
- Attend the New Graduate and Professional Student Orientation program and assist with the planning of the program for the following school year (this includes an option to work on campus over the summer in between first and second year)
- Attend GPS Graduate Student Retreat program in the fall
- Participate in the ongoing assessment and evaluation of OGSL programs and services
- Serve on Higher Education Program annual graduate assistant hiring committee as OGSL representative
- Attend at least 1 International student lunches each semester and do one presentation on “what to do in Boston” for the lunch audience
- Assist with Graduate Leadership Program

Operations

- Co-coordinate management of the Murray House (Murray Graduate Student Center) space reservation system
- Co-manage the Office of Graduate Student Life email account and calendar
- Assist in implementation in daily building operations of Murray House including, but not limited to, daily opening and investigating and reporting facilities issues
- Establish, maintain, and support a positive, healthy, and engaging communal environment in the Murray House

Advising

- Serve as program advisor to all registered graduate student organizations

- Serve as program advisor to the Graduate Pride Alliance, Graduate International Student Association and the Graduate Students of Color Association
- Assist in advising of the Graduate Student Association
- Develop OGSL relationships with School and College governments
- Conduct a review of all student organization constitutions

Administrative

- Participate in weekly Office of Graduate Student Life staff meetings
- Attend OGSL staff retreat, trainings, special meetings and programs as needed
- Participate in bi-weekly meetings with supervisor
- Attend Division of Student Affairs meetings
- Provide all relevant assessment data related to student organizations for the annual report in Spring
- Support the goals and philosophies of the Office of Graduate Student Life
- Other duties as assigned

Supervision Received

The Graduate Assistant is supervised by the Office of Graduate Student Life professional staff

Employment Criteria

Applicant must be a currently enrolled Boston College graduate student (or be an incoming accepted student who will be enrolled by the position date) who is enrolled in the Higher Education Administration Program in the Lynch School of Education. Priority will be given to those who are enrolled in a multi-year program.

The ideal candidate will be creative and energetic and possess the ability to work independently as well as collaboratively as a member of a larger team. We are seeking a candidate with the ability to exercise good judgment, manage a high volume of work, and meet overlapping deadlines. Candidates should be supportive of the Jesuit Catholic mission of Boston College. Candidates must possess excellent writing, oral communication, and interpersonal skills, and the ability to interact knowledgeably with students and professionals at all levels.

Compensation

\$1,344/month stipend, tuition remission for 5 courses per year/possibility for on campus housing as a Resident Assistant (RA) with meal plan to be determined. Joint position with Residential Life. Note: This job description is subject to change.

Applications

Please send cover letter and resume to Dr. Carole Hughes @hughesc@bc.edu